



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-5000

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BnBul 1601
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30 Dec 03

HEADQUARTERS BATTALION BULLETIN 1601

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF MARINE CORPS LOGISTICS BASE OFFICER OF THE
DAY (OOD) AND COMMAND DUTY CLERK (CDC)

Ref: (a) BO 1601.11
(b) MCO 8300.1C
(c) OPNAVINST 5530.13B
(d) AR 195-5

1. Purpose. To publish duty assignments for the month of January 2004.

2. Assignment. The following personnel are assigned duty as indicated below:

DATE	OFFICER OF THE DAY	COMMAND DUTY CLERK
6	CAPT T.A. FUJIMOTO (SCMC)	SGT P.R. COLLARD (I&L)
+7	CAPT L. VILLANUEVA (MCSC)	SGT C.L. THOMPSON (S-6)
8	WO T.L. WHITLOCK (C-4)	SGT A.R. POWELL (MCSC)
9	GYSGT B.B. CONLEY (SCMC)	SGT P.G. HENZ (S-6)
*10	SSGT D.F. SCHAEFERS (TECH)	SGT J.S. VANDERHOFF (I&L)
*11	GYSGT J. HELM (S-6)	SGT A.R. BROXTON (TECH)
12	CWO2 E.F. GILMER (MC3)	SGT J.D. KEENE (I&L)
13	SSGT T.E. KEMPTON (MCSC)	SGT M.J. DONALDSON (MCSC)
14	CAPT J.R. PIRIR (SCMC)	SGT J.A. WILLIAMS (MCSC)
15	GYSGT J.L. ROBINSON (S-6)	SGT R.A. WARD (I&L)
16	GYSGT T.D. FAIR (SCMC)	SGT J.I. MCCLASKEY (PMO)
*17	GYSGT J.F. BERNARDONI (MCSC)	SGT E.B. CHAVEZ (SCMC)
*18	SSGT T.K. LEWIS (MCSC)	SGT M. BOYD (TECH)
*19	GYSGT D.C. GRAHAM (MCCS)	SGT D.S. LOVASZ (CONT)
20	GYSGT L.W. BADIE (S-6)	SGT N.G. ANTOINE (PMO)
21	SSGT J.S. WHEELER (MCSC)	SGT T.A. KADNER (MCSC)
22	SSGT C. FAILS (CONT)	SGT T.D. COOPER (I&L)
23	GYSGT M.N. RANKIN (SCMC)	SGT M.T. CHESSON (I&L)
*24	CAPT J.D. RAYMOND (SCMC)	SGT M.C. MCVEY (I&L)
*25	CAPT R.L. HANOVICH (MCSC)	SGT M.K. WILINGHAM (PMO)
26	SSGT T. CLEMONS (I&L)	SGT A.L. MANNING (PMO)
27	1STLT N.M. BOHANNON (LOGCOM)	SGT R.L. PEACOCK (I&L)
28	CAPT S.A. BUTLER (PAO)	SGT G.T. HARPER (TECH)
29	GYSGT A. KIGHT (SCMC)	SGT W. KOFI (LOGCOM)
30	GYSGT A. CROMARTIE (SCMC)	SGT F. AHMAD (I&L)
*31	CAPT G.A. LUSK (LOGCOM)	SGT L.A. ALFONSO (I&L)

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SUPERNUMERARIES

6-18 SSGT S.D. HART (SCMC)
19-31 SSGT K. ALICIE (MCSC)

SGT G.T. DAISE (S-6
SGT M.A. PYATT (BASE ADJ)

* Denotes weekends & holidays
+ Denotes requirement to conduct Monthly Inventory of Weapons
Denotes requirement to conduct Quarterly Inventory of PMO evidence room

3. Action

a. The OOD and duty clerk will be guided by the instructions contained in reference (a).

b. The OOD will have a valid state vehicle operator's permit in his/her possession before assuming duty. Personnel having the OOD on weekends and holidays will report to the Base Executive Officer or in his/her absence, the Base Adjutant at 0800 on the last working day preceding duty to receive special instructions. Posting and relieving of the OOD will take place at 0800 or as soon after the raising of colors during the workweek in the office of the Base Executive Officer, Building 3500. Posting and relieving of the duty clerk will take place at 0800 or as soon as possible after the raising of the colors in the Sergeant Major's Office by the Base Sergeant Major.

c. Duty clerks having the duty on weekends and holidays will report to the Base Sergeant Major or in his/her absence the Base Adjutant, at 0800 on the last working day preceding duty. Duty clerks supernumeraries will call the Base Adjutant Admin Chief or in his/her absence the Base Adjutant before 0800 Monday through Friday, during their duty period. On weekends and holidays, the supernumeraries will call the OOD between 0800-0830.

d. The OOD supernumeraries will call the Base Adjutant or in his/her absence the Base Adjutant Admin Chief before 0900, Monday through Friday, during their duty period. On weekends and holidays the supernumeraries will call the OOD between 0800-0830.

e. It is the responsibility of each individual to ensure that he/she is aware of when he/she is assigned duty.

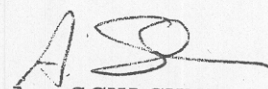
f. Personnel assigned to duty on the first Wednesday of the month will conduct the monthly-serialized inventory of base owned weapons per references (b) and (c). After being posted, the OOD and duty clerk will report to Base Property, Building 7121, for special instructions and inventory worksheets. Upon completion of the inventory, notify the Base Property Officer of any problems encountered in writing.

g. Personnel assigned to duty on the second Wednesday of March, June, September, and December will conduct the quarterly inventory of the Provost Marshal's Evidence Room per reference (d). After being posted, the OOD will report to the Criminal Investigation Division Chief, Building 7520, for special instructions. This inventory may be conducted on any day during the applicable months as coordinated between the OOD and CID Chief.

h. Personnel assigned to duty at building 3700 will report to the OOD at 0630 for any special orders.

4. Change to the Duty Roster. There will be no changes to the duty roster without prior approval by the Battalion Adjutant or, in his/her absence, the Battalion Adjutant Admin Chief. Personnel unable to stand their watch due to an emergency will notify the Adjutant or in his/her absence, the Battalion Adjutant Admin Chief. The supernumerary will assume the duty when ordered by the Battalion Adjutant or, in his/her absence, the Battalion Adjutant Admin Chief.

5. Access to Classified Material. Personnel standing duty as the OOD listed here are authorized access to classified material up to and including SECRET for the duration of their tour of duty.


A. SCHACHMAN
By direction

DISTRIBUTION: B